

5/25/06

**Travel Montana's Policy for Shipment of Literature to Convention Sites  
For Private Sector and Other Agencies**

Travel Montana will ship a total of: five boxes totaling 250 Vacation Planners; one box of 250 Highway maps; 2 bundles totaling 200 calendar of events; two boxes totaling 260 Winter Guides, at no cost to the party making the request.

1. If Travel Montana is shipping the brochures to the convention site for the party, the request must be made at least ten working days in advance of the date the material is needed for arrival at the site.
2. Travel Montana must receive a complete mailing address with a street address. No P.O. Box numbers are allowed. Also we must have a person's name who will be the hold for arrival person at the convention site, and date of arrival.
3. How the brochures are needed. Do they want individual brochures by the box, or do they want them made up into packets and sealed in clear plastic.
4. The cost of shipping brochures requested over the amount listed above, will be the responsibility of the requestor.

In the event that the brochures are requested to be sent at a higher rate than standard ground service for whatever reason, the cost of shipping will be the responsibility of the requestor.